

Chesterfield Fire and EMS

Fire and Life Safety Division - Fire Marshal's Office

P.O. Box 40 Chesterfield, VA 23832 Phone (804) 748-1426 Fax (804) 768-8766



APPLICATION FOR OPEN BURNING PERMIT

☐ New Application ☐ Renewal (include current Permit # _____)

Application must be printed or typed - Incomplete forms will NOT be processed

Applicant / Contractor Name _____ Date _____

Complete - Mailing address _____

Email Address _____

Phone: Home _____ Work _____ Pager _____ Cell _____ Fax _____

Name of person/Contractor conducting burn _____

Phone: Home _____ Work _____ Pager _____ Cell _____ Fax _____

Full street address or location of burn site _____

WAS THE SITE EVER A LANDFILL, DUMP OR COALMINE SITE? ☐ YES ☐ NO

Purpose of Burn: ☐ Tree or Garden Trimmings (**limit two per year per site, September to May**)

☐ Land Clearing/Property Maintenance Land disturbance permit number _____

☐ Other _____

Has area been cleared? Yes ☐ No ☐ Is material piled up? Yes ☐ No ☐

Is any burn material being brought from another site? Yes ☐ No ☐

On site means of extinguishment ☐ Garden hose & hand tools ☐ Heavy Equipment ☐ Other _____

Attach with this application

For Tree/Garden trimmings: "Permission To Burn" forms from neighbors, if applicable.

For Land Clearing/Property Maintenance: \$400.00 permit fee, certificate of liability insurance, "Permission to Burn" forms from neighbors, if applicable, and complete site plan drawing showing burn site and required buffers.

I have read and agree to conduct this burn in accordance with the regulations described on the attached page and the Statewide Fire Prevention Code. Further, I understand that failure to follow the regulations will result in the suspension of the permit, issuance of a summons or both.

Signature of Responsible Party _____

Print Name _____ Date _____

Name of person completing form _____ Position _____

NOTE: The expiration date of the permit is based on the date of issue NOT the date you receive the permit.

Select how you would like to receive your permit accordingly.

How would you like to receive your permit? ☐ Mail ☐ Fax ☐ Will pickup ☐ Email

do not write below this line

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Instructions for Completing “Application for Open Burning Permit” for a Land Clearing or Property Maintenance – Ninety (90) Day Permit

The application must be typed or printed in ink. The following explanations should assist *you* in completing the form.

INCOMPLETE FORMS WILL NOT BE PROCESSED

Applications Shall Be Submitted At Least 15 Days Prior To Desired Burn Date

1. **Applicant / Company Name** - Complete name of individual or Company making application for permit.
2. **Mailing Address** – Complete mailing address of applicant, **including city, state and zip.**
3. **Email Address** – Complete email address
4. **Phone Numbers** – Include all phone numbers that apply or are available to contact the applicant.
5. **Name of person / Contractor responsible for conducting burn** – Complete name of the person to contact in the event of a complaint or emergency situation at the burn site.
6. **Phone Numbers** – Include all phone numbers that apply or are available to contact the responsible party.
7. **Full Street Address of the burn location** – Enter the complete numeric address for the property on which the burning is to be conducted. Subdivision names, section or lot locations are not acceptable. There is a complete street address for every property in Chesterfield County.
8. **Land disturbance permit number** –Any development disturbing 10000 square feet or more are required to have a land disturbance permit unless otherwise specified by Chesterfield County Environmental Engineering.
9. **Attachments to be included with application for:**
 - a. \$400.00 permit fee
 - i. Check or money order made payable to: Chesterfield Fire & EMS
 - b. Certificate of Liability Insurance
 - i. Certificate holder to be : Chesterfield Fire & EMS
 - c. Site Plan drawing (To Scale) showing
 - i. Proposed location of burn piles.
 - ii. Distance, **in feet**, from burn sites to nearest **occupied dwellings**.
 - d. “Permission to Burn” forms from neighbors.
 - i. The addresses for neighbors from which permission is to be received may be obtained from the Fire and Life Safety Division.

If you have questions regarding this procedure, please call (804) 748-1426.

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OPEN BURNING REGULATIONS FOR LAND CLEARING/ PROPERTY MAINTENANCE – Ninety (90) Day Permit

1. A **“written permit”** must be obtained from the Chesterfield Fire & EMS, Fire and Life Safety Division. Application for permit shall include: \$400.00 fee for permit, completed permit application, site plan of burn site, certificate of liability insurance coverage for party performing burn. The permit holder must maintain general liability insurance coverage in the minimum amount of \$1,000,000 at all times while burning is taking place.
2. **Applications shall be submitted at least 15 days before the desired burn.**
3. Permitted open burning does not exempt or excuse a person from the consequence, damages or injuries which may result from such conduct, nor does it excuse or exempt any person from complying with all applicable laws, ordinances, regulations, and orders of the federal government, Commonwealth of Virginia and/or Chesterfield County.
4. **Open burning is prohibited during the months of June, July and August.**
5. Burning of the following is prohibited:
 - a. Toxic or hazardous materials, or containers for such materials
 - b. Rubber tires, asphaltic material, crankcase oil, impregnated wood, or similar materials.
 - c. Paper, used lumber, or trade waste
 - d. Buildings and/or demolition material
6. The burning shall take place on the site from which the debris waste was generated. All reasonable effort shall be made to minimize the amount of material that is burned, with the number and size (25 feet in width by 25 feet in length by 15 feet in height) of the debris piles approved by Chesterfield Fire & EMS, Fire and Life Safety Division.
7. Permitted fires shall be constantly attended by a competent person until they are extinguished and conducted to ensure the best possible combustion with a minimum of smoke and fly ash being produced. The operator and equipment to control and/or extinguish the fire(s) shall be within 1000 feet of the pile at all times.
8. Permits will be valid for 90 calendar days from the date of issue (except if 90 days from date of issuance falls in the months of June, July or August). A one-time 30-day extension may be requested prior to the expiration of the permit. Once a permit **has expired**, it will be necessary to **submit a new application and pay another permit fee**. In either case, a re-inspection of the site may be required.
9. Fires shall be at least 500 feet from any occupied building, unless the occupants have given prior **written** permission.
10. A copy of the permit, site plan, guidelines, and all applicable conditions shall be kept at the burn site.
11. The Virginia Division of Forestry requires that any open burning, from February 15, through April 30, of each year, within 300 feet of woodland, brush land, or field containing dry grass or other combustible material leading to woodland, be done between the hours of 4:00 p.m. and 12:00 midnight.

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PERMISSION TO BURN

This form must be completed by all neighbors within 500' of burn sites.

I, _____, am applying for a burn permit from the
Applicants Name

Chesterfield Fire and EMS, Fire and Life Safety Division, 748-1426, to burn:

☐ Land-clearing/property maintenance
(500 feet)

☐ Tree/garden trimmings
(300 feet)

The ordinance, which regulates open burning in Chesterfield County, prohibits burning within 500 feet (for land clearing/property maintenance) and 300 feet (for tree/garden trimmings) of any occupied building, **unless** the occupants have given prior written permission to do so.

To satisfy this requirement, I request your permission to conduct a control burn at _____ -
Applicants Address

The control burning will be attended at all times and equipment will be on site to control and/or extinguish the fire should it become necessary.

THIS SECTION TO BE COMPLETED BY ALL NEIGHBORS WITHIN 300'/500'

Date: _____

Permission **DENIED**: _____

Permission **GRANTED**: _____

Permission granted with following conditions: _____

Signature: _____

Name: (Please Print) _____

Address: _____

Telephone: _____